A student enrolled in your CTE school previously:	A student enrolled in your CTE school for the first time:
Login to Infinite Campus.	Login to Infinite Campus.
1. Navigate to the Student Locator: Student Information>Student Locator 2. Enter three pieces of information about the student (ex. Last Name, First Name, Gender) 3. Click Search 4. Identify the student from the search results (If the student is not found, double check your search criteria, or contact the sending school to confirm a primary enrollment.) 5. Click once on the student's name. 6. Click on the Enrollments tab. 7. Ensure that an enrollment for the student does not exist for the current year at the CTE school. 8. Click the New button. 9. Complete the required fields. For the fields where you don't know the information, you will have to ask the sending school. • English Prof: Can use 99 if unknown • Home Language: Need to make a selection • Resident Town: MUST make appropriate choice • Resident SAU: MUST make appropriate choice • Economic Ind: Can use Update Required if unknown • Fiscal Resp: MUST make appropriate choice 10. Click Save.	1. Navigate to the Student Locator: Student Information>Student Locator 2. Enter three pieces of information about the student (ex. Last Name, First Name, Gender) 3. Click Search 4. Identify the student from the search results (If the student is not found, double check your search criteria, or contact the sending school to confirm a primary enrollment.) 5. Click once on the student's name. 6. Enter the student's **Grade**, enrollment **Start Date, Service Type** (=S: Partial). 7. Click Save 8. Click on the Enrollments tab. 9. Click once on the mini clipboard which precedes the enrollment that was just created. 10. Click OK on any error messages that appear (Resident Town Code errors). 11. Complete the required fields. For the fields where you don't know the information, you will have to ask the sending school. • English Prof: Can use 99 if unknown • Home Language: Need to make a selection • Resident Town: MUST make appropriate choice • Resident SAU: MUST make appropriate choice • Economic Ind: Can use Update Required if unknown • Fiscal Resp: MUST make appropriate choice 12. Click Save.
Click on the CTE tab. Complete the required information.	Click on the CTE tab. Complete the required information.